



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

Administrative Assistant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: STATE EMPLOYEES (please see Eligibility Requirement Below)

Location: Connecticut Valley Hospital ~ Administrative & Support Services ~ Executive Suite ~ Middletown, CT

Job Posting No: CV- 24938

Hours: 1st shift ~ 8:00 a.m. to 4:30 p.m. ~ Monday through Friday ~ 40 hours weekly

Salary Range: \$53,935.00 to \$69,795.00 (Annual)

Closing Date: February 9, 2016

Eligibility Requirements: Candidates must have applied for and passed the **ADMINISTRATIVE ASSISTANT** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties may include but not limited to: The Administrative Assistant would be responsible for taking phone messages, printing and sorting email correspondence; typing; developing and maintaining filing systems; maintaining the Nursing Policy and Procedure Manuals, knowledge of the various hospital functions to assist Nursing Staff with issues that arise; maintaining the Director's calendar and scheduling appointments; provide clerical support to the Discipline of Nursing, including assembling and aggregating data from the various nursing audits and performance improvement initiatives for the Quarterly Performance Improvement Report. Assist with regulatory site visits in terms of preparation of materials, policies and minutes requested. Maintains the schedule for the weekly Nursing Executive Committee and bimonthly Investigation Review Committee meetings; assist with preparing the Agenda, accumulate and disseminate meeting materials; prepare notes, take and transcribe minutes, coordinate follow up recommendations. Data entry in the MAD database; assist with annual Nursing Recognition Events; attend planning meetings; assist with fund raising, communicate with contracted vendors; assemble nominations for Nurse of the Year and Mental Health Assistant /Forensic Treatment Specialist Awards; create Certificates of Appreciation, ensures room set up and food arrangements Prepares various Staffing Reports and makes arrangements for training events, Communicates with various departments within the facility. Prepares purchase requisitions and orders office supplies; track receipt of items, other duties, as required.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer, promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
2. **All other STATE Employees** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

EMAIL: CVH-RECRUIT@CT.GOV ~ FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-3